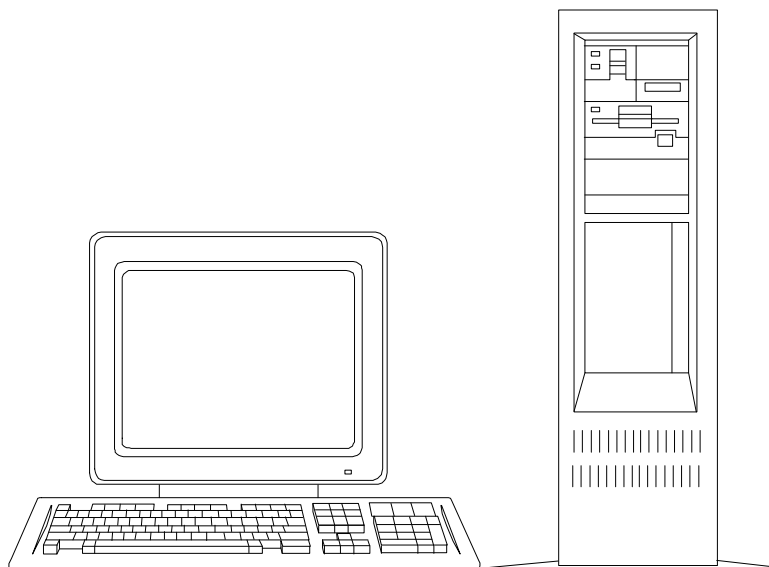




IHS RPMS

USER MANUAL



OUTPATIENT PHARMACY

Version 6.0
November, 1996

Preface

Purpose

The Outpatient Pharmacy Application User Manual is intended to assist new and experienced application users in accessing and using the many pharmacy options available to them. Procedures for accessing and using each option is provided for the user. This manual is not intend to replace training on the application, but rather to serve as a convenient reference.

Scope

This user manual describes the functional characteristics of version 6.0 of the Outpatient Pharmacy Application as modified by the Indian Health Service (IHS). This manual does not include any changes that are "local" in nature nor those which have not been sanctioned by the Pharmacy Support Group (PSG). Technical information is found in the technical manual for this application. Instructions for installing the application are found in the installation guide.

Target Audience

Pharmacy clerks, pharmacists, supervisors, and managers at all levels can find information and procedures in this manual that will assist them in using the options available in the Outpatient Pharmacy Application.

Acknowledgements

The Outpatient Pharmacy application was obtained from the Veterans Administration (VA) in 1985. Since then, many changes and modifications have been made. As program changes are made, the documentation will be revised. This documentation was developed by Star Mountain, Inc., Alexandria, Virginia, and the U.S. Office of Personnel Management (OPM). The IHS office responsible for its development is listed below. Please forward any comments or questions about this manual through your Area Pharmacy Branch Chief or your Area Pharmacy Support Group (PSG) representative to this address.

Indian Health Service
Office of Information Resources Management
5300 Homestead Road NE
Albuquerque, New Mexico 87110

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Orientation

Introduction

This user manual is organized to allow for easy retrieval and use of the information contained within it. Certain notation is used throughout this manual to assist in identifying screen text, user entries, and printed output.

Organization

This manual is organized into chapters and sections to sequentially address the menu and submenu options available in the Outpatient Pharmacy Application. Additionally, Chapter 1 contains an introduction to the application, and Chapter 2 provides an overview of using the computer terminal. A glossary, found at the back of the manual, contains terminology used in the application. Appendixes at the end of the document contain pertinent lists of codes, options, and reports. This manual contains a table of contents and an index for accessing information.

Continued on next page

Orientation, Continued

Notations

The following notations are used in this manual:

Type of Information/Key	Notation Style
Prompts and dialogue (sample screens) Sample printouts and reports	Courier 12 cpi (all capitals), e.g., PRESCRIPTION COSTS
User responses to prompts (sample screens)	Helvetica 12-point bold (all capitals), e.g., SMITH, JOHN A.
Field Names (in text)	Times 12-point (all capitals), e.g., PATIENT NAME
File Names (in text)	Times 12-point (initial capitals), e.g., Patient file
Variable entries generated by computer (in text)	Times 12-point italic (lower case), e.g., <i>drug name</i>
Manual Text	Times 12-point, e.g., this text
Return key (text)	Times 12-point (all capitals), e.g., RETURN
Return key (sample screens)	Helvetica 12-point bold (all capitals) between < >, e.g., <RET>

Package Management

Introduction

All users are reminded that many of the reports generated by this package contain confidential patient information which is protected by the Privacy Act. Names and social security numbers used in the examples are fictitious.

**Legal
Requirements**

This package does not impose any additional legal requirements on the user nor does it relieve the user of any legal requirements.

**Security
Requirements**

This package requires both an access and verify code to access the system. These can be obtained through your supervisor or site manager. Security keys are assigned with your access code. They are required to perform certain options. Some options within the application are "locked", i.e., the user is unable to access the option without the appropriate assigned security key. In addition electronic signatures are necessary for use in many of the options.

Chapter 1--Introduction

Overview

Welcome

As a pharmacist, pharmacy technician, supervisor, or manager at an IHS pharmacy, your primary goal is to provide the patient with the proper medication. The life of a patient relies on your ability to perform this function properly. To assist you in doing this, IHS has implemented the Outpatient Pharmacy Application Package as part of the Resource and Patient Management System (RPMS). Your ability to interact with the application is crucial to each patient's well-being and to the smooth and efficient operation of your facility.

Purpose

The Outpatient Pharmacy Application provides a means of managing the medications of patients seen in outpatient facilities. It also provides managers with the means of monitoring and managing the workload and costs of these facilities.

In this chapter

Topic	Page
RPMS Overview	1-2
Functional Description	1-4
Application Description	1-5

RPMS Overview

Introduction The Resource and Patient Management System (RPMS) is a decentralized automated information system which operates on computers at approximately 300 IHS and tribal hospitals and clinics throughout the continental United States and Alaska.

Definition The **Resource and Patient Management System (RPMS)** is a health care database and patient information system consisting of a dynamic set of applications that run on computers in IHS and tribal facilities. These programs--

- Support the direct delivery of health care to patients.
 - Provide improved record entry accuracy.
 - Provide improved access to information for management and administrative needs.
 - Provide a means of input to all IHS centralized information systems.
-

Purpose RPMS provides the means for the confidential collection, storage, and output of a broad range of health data resulting from inpatient, outpatient, and field services. The information system is the major database supporting health care delivery, planning, management, and research.

Continued on next page

RPMS Overview, Continued

Objectives

The primary objectives of the RPMS are to provide--

- Information processing capability directly to end users to support their local administrative and health care programs.
 - Collection of a core set of administrative and health care data and its transmittal to the national database.
-

Functional Description

Introduction

The Outpatient Pharmacy Application ensures that the patient receives the proper medication quickly and easily. It provides a complete, accurate, and current medication profile at any time to assist in evaluation and treatment of a patient. Through the application's cost, utilization, and workload accounting, managers are able to provide the highest level of patient care while minimizing costs.

Specific Functions

The Outpatient Pharmacy Application--

- Checks new prescriptions against others for the same medication, therapeutic class, reported allergies, reactions, and drug interactions.
- Allows pharmacist to verify data entered by technicians prior to printing labels.
- Renews prescriptions without any remaining refills.
- Prints new, renewed, and refilled prescription labels.
- Cancels, by request, individual prescriptions for a patient when admitted.
- Archives and purges prescriptions from the database which have expired prior to a site-specified day, leaving a record of the prescription numbers in the patient file.
- Creates medication profiles for patient charts to meet the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) requirements for a current medication list. These profiles are suitable for counseling patients.
- Uses the Action Profile as a rapid renew/cancel request form by clinic providers.

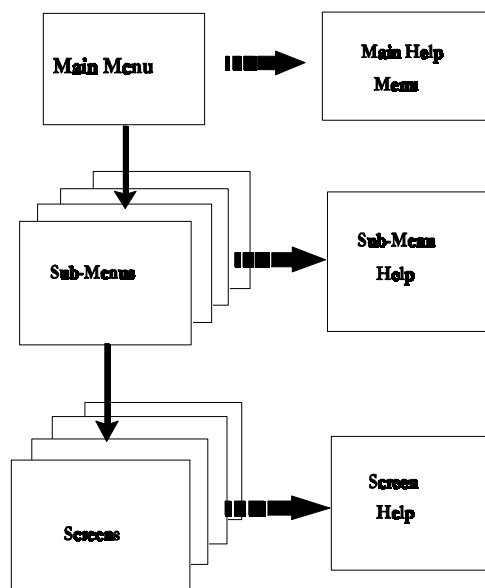
Application Description

Introduction The Outpatient Pharmacy Application is a menu-driven software application. It provides a menu or list of available options. After each option is chosen, the computer prompts the user for the required data. Selection of some menu options produce a submenu with additional functions.

Types of screens There are three basic types of screens within the Outpatient Pharmacy Application:

- Main menu screen
 - Submenu screens
 - Help screens
-

Screen hierarchy The following diagram depicts the hierarchy of the Outpatient Pharmacy Application screens.



Continued on next page

Application Description, Continued

Screen descriptions

The table below describes each type of screen.

Screen	Description
Main Menu	This screen displays all primary and miscellaneous options of the application.
Sub-Menu	When you have selected a primary command from the Main Menu, a submenu appears on the screen. The submenu enables you to choose a specific option for performing your work. Some submenus also have submenus.
Help Screens	Help screens are available at each level by pressing the ? key once, twice, or three times.

Important note

See Chapter 2, Using the Computer Terminal, for detailed procedures on using screens.

Chapter 2--Using the Computer Terminal

Overview

Introduction

This chapter of the Users Manual presents basic, practical information about computing technology, along with details about the computer programs, equipment and security regulations. You will find definitions of the basic computer terms and introductory level computing techniques that will help acquaint you with your computer terminal.

In this chapter

This chapter introduces the following topics:

Section	Topic	Page
A	Using the Computer Terminal	2-A-1

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Section A--Computer Terminology

Overview

Introduction

Some of the most common terms used in association with computers will be covered in this section. Included are guidelines as well as brief definitions of these terms.

In this section

In this section, the following topics will be discussed:

Topic	Page
Hardware Components	2-A-2
Software Components	2-A-3
Database	2-A-5
Security Requirements	2-A-6

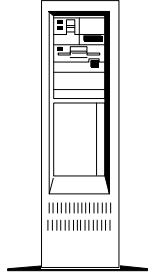
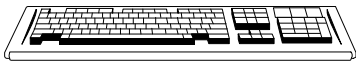
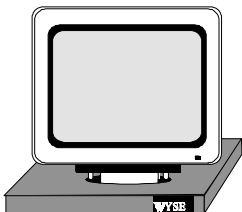
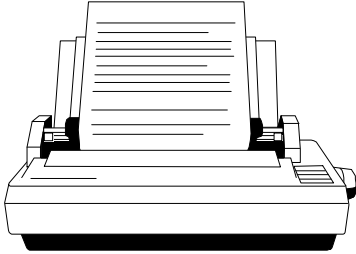
Hardware Components

Introduction

The word "hardware" refers to various machines and physical components linked to a computer. This term is used frequently when referring to computers and computing activities.

Equipment

The following equipment are identified as hardware components:

Name	Description	Example
Central Processing Unit (CPU)	The CPU processes data. Once the data is processed it becomes information.	
Keyboard	The keyboard is your tool used in communicating with the computer.	
Monitor	The monitor visually displays menus, instructions typed, or messages sent by the computer.	
Printer	The printer produces a paper copy of the screen image after receiving instructions from the computer.	

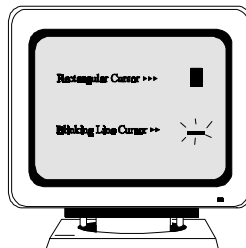
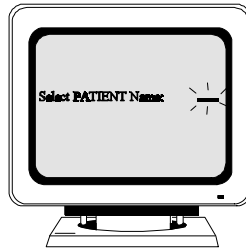
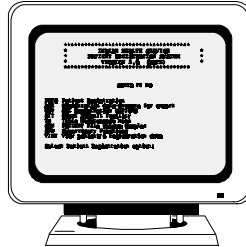
Software Components

Introduction

Software allows interaction with the computer. A software program is a set of instructions which control what you see on your screen, how information is entered, and what the computer does with the information or instructions you enter.

Interactive Dialogue

Interactive dialogue is the process in which communication between the user and the computer is accomplished through typed words shown on the monitor. The following are types of interactive dialogues:

Name	Description	Example
Cursor	The cursor, which appears as a rectangle or blinking line, indicates when a response is needed and the position it is to be typed.	
Prompts	The prompt is an instruction the computer displays on your screen telling you the type of information the computer requires.	
Menus	The menu is a list of different options you may select. To choose a specific task, you select one of the items from the list by entering the given abbreviation at the prompt.	

Continued on next page

Interactive Dialogue, Continued

Fields

Fields on a display screen function like blanks on a form. For each field, you will find a prompt that tells you the type of data to be entered. There are nine basic field types; each allow a different form of information. They are as follows:

Field Type	Description	Example
Free Text	This field will accept numbers, letters, and most of the symbols on the keyboard. There may be a restriction on the number of characters you may enter.	<ul style="list-style-type: none"> ● Name ● Address
Numeric	This field only accepts numbers. Restrictions apply to the length of the response.	<ul style="list-style-type: none"> ● Phone Number
Set of Codes	This type of field usually accepts one or two characters.	<ul style="list-style-type: none"> ● Y ● N
Date	This field accepts a variety of formats for entering the date.	<ul style="list-style-type: none"> ● 22 JAN 87 ● 1/22/87 ● 012287 ● T=Today
Time	This field accepts a variety of formats for entering the time.	<ul style="list-style-type: none"> ● NOW = Current System Time ● Now+1 = Current System Time + 1 hour
Pointer to a File	A pointer is a field that directs the computer to another file for information.	<ul style="list-style-type: none"> ● State File
Word Processing	This is a field that allows you to write, edit, and format text for letters, MailMan messages, etc.	
Computed	This field creates a value by performing an operation on values in other fields.	<ul style="list-style-type: none"> ● 100.00 10,000.00 10,100.00
Variable Pointer Files	The variable pointer file performs like the pointer to files with the exception that this field can take a value from one or more files.	<ul style="list-style-type: none"> ● PATIENT File ● Veterans ● Medicare ● Medicaid

Database Management

Introduction

A database is a collection of files containing information that may be used for many purposes; i.e., to order new inventory supplies or to generate reports. Storing information in the computer helps in reducing the amount of paperwork and enables quick access to a wealth of information.

Components

The following components comprise a database:

Name	Description
Fields	Fields are a collection of related information which comprise a record. <i>See Interactive Dialogue.</i>
Records	A record is comprised of a group of fields. All records have names, i.e., a patient name. All data associated with a particular name will be located within the same record.
Files	Files are a collection of records with like information stored together, i.e., Patient File.

Security Requirements

Introduction

When performing basic tasks at your terminal, you will enter or review information that may be considered sensitive. Your site manager or supervisor will assign an access code, a verify code, an electronic signature code, or all. Keeping your code(s) secret is the first line of defense against unauthorized users who may seek to defraud or compromise the computer system.

Guidelines

To protect your security codes, always comply with the following guidelines:

- Do not share your access, verify, or electronic signature codes with anyone. Don't use obvious codes such as your name, date of birth, or your child's name.
 - Do not write your access, verify, or electronic signature codes on slips of paper, tape them under your desk, on a wall, on a computer terminal, or in other obvious hiding places.
 - Do not use your computer terminal for personal business after you log on.
 - Do not leave the computer unattended while you are on-line. Log off each time you leave your computer unattended.
 - Do not leave printouts, computer documents, and media containing sensitive data in plain view.
-

Continued on next page

Security Requirements, Continued

Precautions

Along with the required security codes, below are additional precautions:

- Change your security codes at regular intervals.
 - After gaining access to the computer, you will have a limited amount of time to enter data at any prompt. If you fail to enter information within an allotted time period, the computer returns you to the "Select Option:" prompt. There, the computer will again wait for you to enter information. Should you fail once again to respond within the allotted time, the computer will ask if you wish to HALT. If you fail to say **No** at this level, the computer logs you off the system.
-

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Section B--Using the RPMS Terminal

Overview

Introduction

In successfully gaining access to the computer system, you will begin working with menus. This section will encompass the varying types of menus you may encounter.

In this section

The following topics will be discussed:

Topic	Page
Signing onto the Terminal	2-B-2
Selecting Menu Options	2-B-3
Setting Auto-Menu Display	2-B-4
Back up to a Previous Menu	2-B-5
Using the On-Line Help	2-B-6
Accessing Menus	2-B-7
Functions	2-B-8
Using View Alerts	2-B-9
Word Processing Fields	2-B-10
Using the Scrolling Mode	2-B-11
Using the Screen Mode	2-B-12
Using the Printer	2-B-13
Screen Editor	2-B-14
Line Editor	2-B-15
Signing Off	2-B-16

Signing on to the Terminal

Introduction

Using access and verify codes, you will find signing onto your computer terminal a simple matter. After gaining entry to the computer, you will begin working with menus, options, and selecting a path that leads to a particular application.

Procedures

The following are procedures in gaining access to the first menu:

Function	Definition
Enter Access and Verify Codes	The access and verify codes are unique and is used by the computer in identifying the user. Because the codes are for the user's use only, when typed at the prompts, they will not be visible on the screen.
Lock-out Feature	This is a precaution within the system that is used to restrict tampering. The user has a limited number of opportunities (as established by the site manager) to enter his/her access and verify codes. Should either code be incorrect after the second attempt the terminal will lock denying access to anyone for a period of time.
Short-cut to Signing onto the Terminal	This feature allows you to save time by entering your verify code at the access code prompt. This is performed by typing your access code, a semicolon, then your verify code.
Respond to the Terminal "TYPE NAME" prompt	The "Select Terminal Type Name" prompt may appear on your screen after you have successfully signed on. If the default response identifies the terminal on which you are working, press RETURN, if it is not, enter the correct terminal i.e. C-WYSE-75 .

Selecting Menu Options

Introduction

This section will outline procedures in working with the menus that you may encounter after successfully signing onto your terminal.

Selecting a Menu Option

You can select options from the menu by:

- Typing the first few letters of the menu text and press the RETURN key
 - Typing the synonym representing the particular menu item and press the RETURN key
-

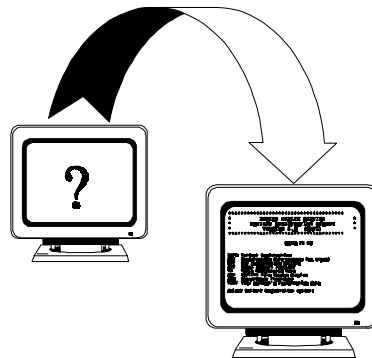
Setting Auto-Menu Display

Introduction

An auto menu display controls whether or not the menu items appear on your screen. This feature can be turned on and off. When it is turned on, the menu items appear on screen; when turned off, the menu will not appear.

Guidelines

When accessing a menu and the items do not appear on screen, type a question mark (?) and press RETURN. The menu items should appear on your screen, followed by a prompt that asks you to select one of the options.



Back up to a Previous Menu

Introduction

Pressing RETURN without first entering the name of an option will take you back to the previous menu.

Options

Use the following options to back up to a previous menu:

Name	Function
Return Key	Pressing the RETURN without entering a given choice will take you back to the previous menu.
Up Arrow Key	Pressing the 6 key (<i>also known as the caret key ^</i>) while holding down the shift key will produce an up arrow. This will return you to the previous menu.
Double Arrow Key	Entering two up arrows will take you directly to the primary menu.

Using the On-Line Help

Introduction

Within the menu system the help function displays a list containing the names of your available options or a brief description of many of your available options.

Help Keys

The following are steps to use when accessing the help file:

Function		Description
?	Displays Menu	A single question mark will elicit a list of menu options available to you. Only the options that pertain to the specific application you are using will be listed.
??	More Options	Two question marks will elicit the primary menu options as well as the secondary and common menu options.
???	Describes Options	Three question marks will elicit brief descriptions of the options from which you can choose. Use this feature when you are uncertain which menu option to select.
???? or ? Option Name		Four question marks or one question mark plus the name of the option you wish to learn more about will provide a help frame--if one is available.

Accessing Menus

Introduction

Once you have gained access to the computer, there are three types of menus you will encounter using the RPMS system. You may encounter several levels of menus and submenus before reaching the specific option that allows you to perform your work.

Menu Types

The table below generally describes each type of menu:

Menu	Description
Primary Menu	Once you have successfully signed onto the system and responded to the " <i>Select Terminal Type Name</i> " prompt, you will reach a prompt for the primary menu. Entering a question mark at this prompt will yield a list of job-related subject matter or specific tasks to be performed.
Secondary Menu	To obtain this menu, enter double question marks at the " <i>Select Primary Menu</i> " prompt. This will bring up the primary, secondary and common menus.
Common Menu	As with the secondary menu, a double question mark at the " <i>Select Primary Menu</i> " will bring this menu up. Under the common menu you will also see the following selections: User's Toolbox, View Alerts, Continue, Halt, Mailman Menu, Restart Session, Time, and Where Am I?

Functions

Introduction

There are several functions available which will help in making the method of moving from application to application easier. These functions can also serve as time savers.

Uses

The following are functions which will help you in your operation within the system:

Name	Function
Continue	The continue option allows you to interrupt your session by entering "cont" at the prompt.
Halt	Using the halt command at the prompt provides a quick exit.
Toolbox	Entering "TBOX" at the <i>"Select Primary Menu Option"</i> prompt will bring a list of options you may use to investigate the status of a queued print job, review or change your verify code and other sign on attributes, set-up a quick way to reach the options you use most frequently, etc.

Using View Alerts

Introduction

The alert message is the computer signaling you to a particular problem requiring immediate attention. The alert message may appear on your display after you have signed on to the system or after you have finished working with a particular application.

Messages

Entering VA (View Alerts) at the menu prompt calls up a single, numbered statement or list with several numbered statements. Each is an alert. Beneath the single alert or list of alerts, the prompt *"Select From"* will appear. Here, you may enter any of the following responses:

- **A** to process all of the alerts in the order they are listed
 - **Alert Number** to process only one particular alert
 - **I** to process information only alerts
 - **P** to produce a printed copy of any pending alerts
 - **M** to receive a MailMan message copy of the pending alert
 - **R** to redisplay the pending alerts
 - **^** to exit
 - **?** to display information about alerts.
-

Data Fields

Introduction

Data fields allow you to enter as much data as you need to complete the entry. Within these fields, enter text as you would on a typewriter.

Data Entry

The following are the avenues for entering data:

Field Type	Description	Example
Free Text	This field will accept numbers, letters, and most of the symbols on the keyboard. There may be a restriction on the number of characters you may enter.	<ul style="list-style-type: none">● Name● Address
Numeric	This field only accepts numbers. Restrictions apply to the length of the response.	<ul style="list-style-type: none">● Phone Number
Set of Codes	This type of field usually accepts one or two characters.	<ul style="list-style-type: none">● Y● N
Date	This field accepts a variety of formats for entering the date.	<ul style="list-style-type: none">● 22 JAN 87● 1/22/87● 012287● T=Today
Word Processing Fields	When your cursor is at a number and arrow prompt, you are at a word processing field. Preceding this field will be an introductory statement or instruction telling you the kind of information required.	<ul style="list-style-type: none">● Location of home: 1> 2>

Using the Scrolling Mode

Introduction

This feature permits information to move up on your display screen as you respond step-by-step to each prompt. The computer will store each response one at a time.

Features

The following are features of the scrolling mode:

Name	Description
Learn-as-you-go (LAYGO)	LAYGO access provides authorization to create a new entry while editing a computer file.
Return Key	Pressing RETURN allows you to send all your typed input to the computer for action or storage.
Keys to Avoid	Many of the keys on your keyboard hold no use in the scroll mode. The PRINT, ESCAPE, and ARROW CURSOR KEYS may create problems if used.
On-Line Help	Help is always available should assistance in responding to a prompt be needed. When you enter a "?" and press RETURN, the computer will respond by presenting additional information about the type of data required in a particular field.
Help Prompts	Answering a prompt incorrectly, the computer will beep and automatically present a help prompt. Beneath this, you will see your incorrect response. At the prompt's second appearance, you will have an opportunity to respond correctly.
Abbreviated Responses	An abbreviated response helps you avoid typing complete entries. Using this, you may enter data by typing only the first letter or series of letters.
Default Answers	The computer will frequently present an answer with the prompt. These are identified by the double slash that follows them. If the answer is correct press RETURN, if not, enter the correct information and press RETURN.

Using the Screen Mode

Introduction

The screen mode is a full display that allows you to use the cursor and other navigational keys to move past the current line to areas at the top or bottom of the screen.

Functions

The following are features of the screen mode:

Menu	Description
Moving between Fields	In screen mode, the cursor cannot be moved from one field to another without entering a response.
Save Screen	To save your changes, press S (for save), RETURN, Y (for yes), and RETURN a second time.
Exit Screen	To exit the screen mode while preserving all changes, enter an up arrow (^) and press RETURN.
Field Help	When in screen mode, press <PF1> H to reach the first help screen. At this screen a prompt of <i>"Press RETURN to continue, ^ to exit:"</i> , you can either continue by pressing RETURN, or exit at this point.
Delete Character	To delete a character under the cursor, press <PF2>. To delete a character to the left the cursor, press .
Delete Field	To delete a field, press <PF1> D . To delete from the cursor to the end of a field, press <PF1><PF2>.
Move Between Pages	To move to the next page in the screen mode, press <PF1> 9 .

Using the Printer

Introduction

Whether editing a report designed to be printed or responding to a prompt, printing is simple. You only need to know the name of the printer, or simply enter a question mark at the "*Device:*" prompt to obtain a list.

Procedures

The following are prompts used for printing:

Prompt	Description
Home	The Home prompt tells the system to display the data on screen.
Printer Identification	The printer identification (ex. TTB3) would be entered at the " <i>Device:</i> " prompt when the name of the printer you wish to print from is known to you.
Queue	Entering Q tells the computer to assign your printing job to a specific device, at a specific location, and at a specific time.

Screen Editor

Introduction

The screen editor is a word processing tool. Since it has such features as word wrap and cursor navigation, the Screen Editor operates more like a conventional word processing program.

Overview

The screen editor has several characteristics. Above the double line there is a message that explains how to get information about Screen Editor commands and function keys. The following are common functions for the screen editor:

Function	Description
Enter Text	Screen Editor has a wrap feature which will allow you to type without pressing RETURN at the end of each line.
Edit a Line	To edit a specific line, move your cursor to the line of text for edit. To delete a line you press <PF1>D, to insert text, invoke the insert mode and begin typing at the desired position within the text.
Exiting Screen Editor	<p>To end your word processing session, there are two commands you may use:</p> <ul style="list-style-type: none">● Use <PF1>Q to quit. This will let you exit without saving your text● Use <PF1>E to exit. This will allow you to exit while saving the text. <p>After exiting the message, "Writing Text To File--Please Wait" will appear.</p>

Line Editor

Introduction

The Line Editor is a scroll-oriented word processing tool. This is used to enter and edit text.

Functions

With the Line Editor, you will enter text at line number prompts that appear in the scrolling mode. The following are functions of the Line Editor:

Name	Description
Prompts	Whenever your cursor rests next to a number and arrow prompt (1>, 2>, etc.), you are at a word processing field. Immediately above this prompt is an introductory statement. This statement always describes the kind of information required.
Enter Text	When you have reached the end of your text line, press RETURN.
Edit a Line	Each time you press RETURN a new line prompt will appear. Pressing RETURN without first typing text will cause the <i>"Edit Option"</i> prompt to appear. To edit a given line, type the line number of text, i.e., 2, and press RETURN

Signing Off

Introduction

Signing off is the process of terminating your session on the system. If you fail to sign off a system, someone else may use your terminal to perform work using your access code. You will be held accountable for any action another person takes while working under your sign on status.

Guidelines

Use the following guidelines to sign off the system:

- Be certain you are ready to terminate your session on the computer
 - Type "HALT" and press RETURN
-

Chapter 3--The Outpatient Pharmacy Main Menu

Overview

Introduction

Outpatient Pharmacy is a menu-driven software application. The first screen that you will see displayed on your terminal when you sign on is the Pharmacy Main Menu. Options available on the main menu will vary between sites and the categories of users--supervisors and pharmacist/pharmacy clerks.

In this chapter

Topic	Page
Using the Main Menu	3-2
Option Availability	3-4
Pharmacy Main Menu and Submenus	3-6

Using the Main Menu

Purpose The purpose of the main menu is to list different options or submenus that may be selected. To perform a specific task, you must first select an option on the menu.

Types of options An option may perform a specific task and display screens that allow you to respond to prompts. An option may also provide the user with a submenu. This submenu may **also** provide a submenu, or it may have options that perform specific tasks.

How to select an option You can select options from the Pharmacy Main Menu and its sub-menus in one of four ways:

To select an option...	Example
Type the entire option name.	MEDICATION PROFILE
Type the letters to the left of the option (synonym).	MEDP
Type the first word of the option.	MEDICATION
Type the first few letters of the menu option.	MED

Continued on next page

Using the Main Menu, Continued

What if

Sometimes when you try to select an option, the following may occur:

IF you type...	THEN...
the first word of the option and there is more than one occurrence of the word	the computer will list each option that begins with the same word. Select your option by typing in the number to the left of the option.
the first few letters of an option and there is more than one word with those letters	the computer will list each option that begins with the same letters. Select your choice by typing in the number to the left of the option.

Option Availability

Introduction The menu PSO Manager menu will usually be assigned to the Package Coordinator for the Outpatient Pharmacy Application, to the site manager, supervisors, and pharmacist. The PSO User2 menu will be assigned to clerks and technicians using the system. The PSORPH key will usually be assigned to pharmacists, the Package Coordinator, and the staff as necessary. This key unlocks certain options used by pharmacists and managers on their menus.

Outpatient Pharmacy Menu A complete menu hierarchy is contained in Appendix A.

Sample manager main menu screen The following screen is a sample PSO Manager menu:

```
ARCH      Archiving ...
ATS        Allergy Tracking System...
CMP        Chronic Medication Profile
DIM        Drug Interactions Menu ...
LPMR       Label/Profile Monitor Reprint
MAIN       Maintenance (Outpatient Pharmacy)...
MEDP       Medication Profile
NDF        National Drug File...
OUTP       Output Reports ...
PREP       Pharmacy Prepack Main Menu ...
QAMM       Pharmacy QA Main Menu ...
RMTS       Return Medication to Stock
RX         Rx (Prescriptions) ...
SFUN       Supervisor Functions ...
SSFU       Suspense Functions ...
VERI       Verification ...
```

```
Select Outpatient Pharmacy Manager Option:
```

Continued on next page

Option Availability, Continued

Sample user main menu screen

The following is a sample PSO User2 menu:

MEDP	Medication Profile
OUTP	Output Reports ...
RX	Rx (Prescriptions) ...
SSFU	Suspense Functions ...
Select Outpatient Pharmacy Option:	

Pharmacy Main Menu and Submenus

Introduction

The Pharmacy Main Menu has several options and submenus. Submenus contain options or further menus of related functions as shown in the following sample menu and submenus. Discussion of each these options are contained in this manual. On the following screens you will see references in italics to other submenu screen. These are there for your convenience in locating the submenu but will not appear on your actual screens. Fewer options are found on the PSO User2 menus than on the PSO Manager Menu; therefore, the menus available to those with the PSO Manager Menu are shown in this chapter.

Example of manager main menu

The following screen is an example of the PSO Manager Menu screen, the main menu for managers, supervisors, and pharmacists:

ARCH	Archiving ... [See Submenu 1] [See Chapter 4]
ATS	Allergy Tracking System... [See Separate Manual]
CMP	Chronic Medication Profile [See Chapter 5]
DIM	Drug Interactions Menu ... [See Submenu 2] [See Chapter 6]
LPMR	Label/Profile Monitor Reprint [See Chapter 7]
MAIN	Maintenance (Outpatient Pharmacy) ... [See Submenu 3] [See Chapter 8]
MEDP	Medication Profile [See Chapter 9]
NDF	National Drug File... [See Separate Manual]
OUTP	Output Reports ... [See Submenu 4] [See Chapter 10]
PREP	Pharmacy Prepack Main Menu ... [See Submenu 5] [See Chapter 11]
QAMM	Pharmacy QA Main Menu ... [See Submenu 6] [See Chapter 12]
RMTS	Return Medication to Stock [See Chapter 13]
RX	Rx (Prescriptions) ... [See Submenu 7] [See Chapter 14]
SFUN	Supervisor Functions ... [See Submenu 8] [See Chapter 15]
SSFU	Suspense Functions ... [See Submenu 9] [See Chapter 16]
VERI	Verification ... [See Submenu 10] [See Chapter 17]
Select Outpatient Pharmacy Manager Option:	

Continued on next page

Pharmacy Main Menu and Submenus, Continued

Example of user main menu

The following screen is an example of the PSO User2 Menu screen, the main menu for clerks and technicians.

```
MEDP  Medication Profile  [See Chapter 9]
OUTP  Output Reports ...  [See Submenu 4] [See Chapter 10]
RX    Rx (Prescriptions) ... [See Submenu 7] [See Chapter
14]
SSFU  Suspense Functions ... [See Submenu 10] [See
Chapter 16]
```

Select Outpatient Pharmacy Option:

Example of Submenu 1

The following screen is an example of the Archiving submenu screen. All of these options are discussed in Chapter 4:

```
Find
Save
Tape Retrieval
Purge
ARCH  List One Patient's Archived Rx's
```

Select Archiving Option:

Continued on next page

Pharmacy Main Menu and Submenus, Continued

Example of Submenu 2

The following screen is an example of the Drug Interactions Menu screen. All of these options are discussed in Chapter 6.

```
EDIS  Edit Drug Interaction Severity
IDEE  Enter/Edit Local Drug Interaction
PDDI  Process Drug/Drug Interactions

Select Drug Interactions Menu Option:
```

Example of Submenu 3

The following screen is an example of the Maintenance (Outpatient Pharmacy) submenu screen. All of these options are discussed in Chapter 8:

```
SITP  Site Parameter Enter/Edit
QBJS  Queue Background Jobs
AUTO  Autocancel Rx's on Admission
EDRG  Drug Enter/Edit
EINT  Edit Pharmacy Intervention
DINT  Delete Intervention
DERX  Delete a Prescription
REAM  Recompile AMIS Data
SFDE  Delete from Suspense File
```

```
Select Maintenance (Outpatient Pharmacy) Option:
```

Continued on next page

Pharmacy Main Menu and Submenus, Continued

Example of Submenu 4

The following screen is an example of the Output Reports submenu screen. All of these options are discussed in Chapter 10:

```
ADLS  Alpha Drug List and Synonyms
AMIS  AMIS Report
APRO  Action Profile (132 COLUMN PRINTOUT)
CDUR  Controlled Drug Use Report
COMD  Commonly Dispensed Drugs
CSTA  Cost Analysis Reports ... [See Submenu 4a]
DAMR  Daily AMIS Report
DLBS  Drug List by Synonym
DRRR  Drug Recall Report
DUER  Drug Utilization Evaluation Report
INDL  Inactive Drug List
MDC   Monthly Drug Cost
NONF  Non-Formulary List
NRXL  Narcotic Prescription List
PPRP  Poly Pharmacy Report
RMM   Management Reports Menu ... [See Submenu 4b]
TDDR  Total Drugs Dispensed Report

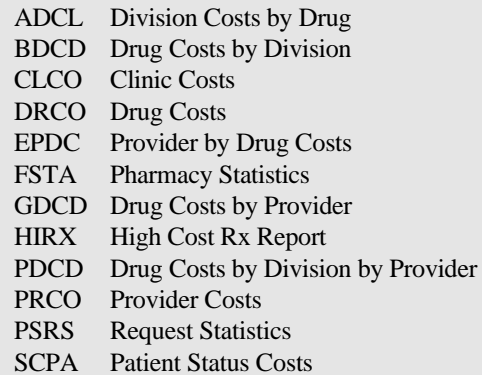
Select Output Reports Option:
```

Continued on next page

Pharmacy Main Menu and Submenus, Continued

Example of Submenu 4a

The following screen is an example of the Cost Analysis Reports submenu screen:

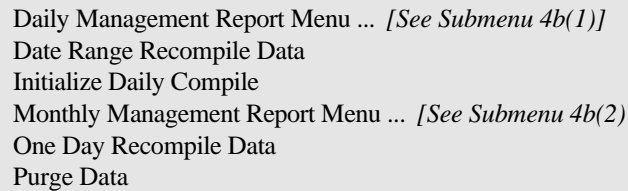


ADCL Division Costs by Drug
BD CD Drug Costs by Division
CLCO Clinic Costs
DRCO Drug Costs
EPDC Provider by Drug Costs
FSTA Pharmacy Statistics
GD CD Drug Costs by Provider
HIRX High Cost Rx Report
PD CD Drug Costs by Division by Provider
PRCO Provider Costs
PSRS Request Statistics
SCPA Patient Status Costs

Select Cost Analysis Reports Option:

Example of Submenu 4b

The following screen is an example of the Management Reports Menu screen:



Daily Management Report Menu ... [See Submenu 4b(1)]
Date Range Recompile Data
Initialize Daily Compile
Monthly Management Report Menu ... [See Submenu 4b(2)]
One Day Recompile Data
Purge Data

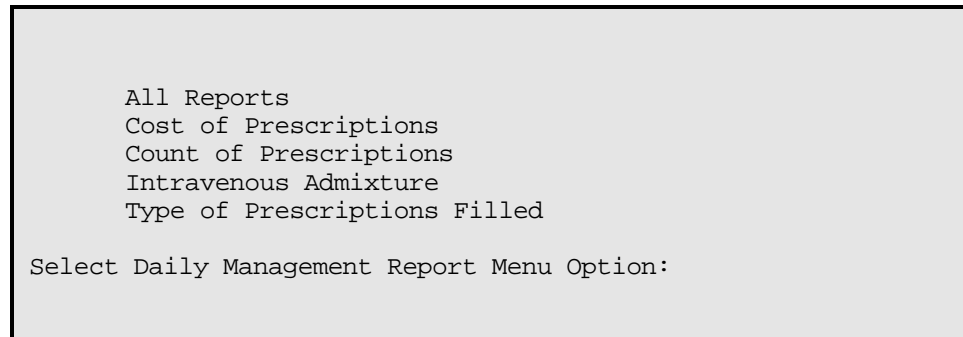
Select Management Reports Menu Option:

Continued on next page

Pharmacy Main Menu and Submenus, Continued

Example of Submenu 4b(1)

The following screen is an example of the Daily Management Report Menu screen:



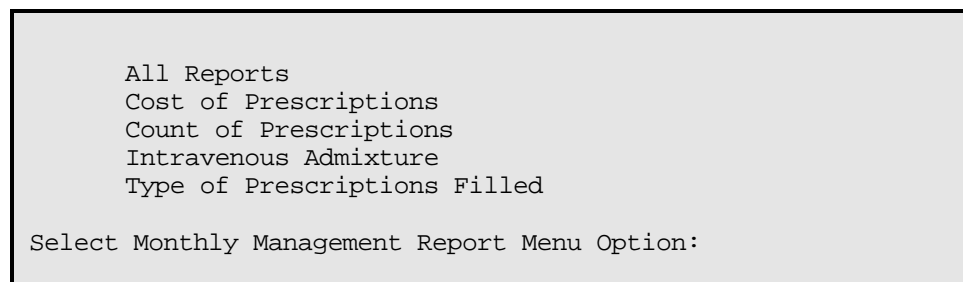
A screenshot of a computer screen displaying a menu for the Daily Management Report. The menu is centered and lists five options: 'All Reports', 'Cost of Prescriptions', 'Count of Prescriptions', 'Intravenous Admixture', and 'Type of Prescriptions Filled'. Below the list, it says 'Select Daily Management Report Menu Option:'.

```
All Reports
Cost of Prescriptions
Count of Prescriptions
Intravenous Admixture
Type of Prescriptions Filled

Select Daily Management Report Menu Option:
```

Example of Submenu 4b(2)

The following screen is an example of the Monthly Management Report Menu screen:



A screenshot of a computer screen displaying a menu for the Monthly Management Report. The menu is centered and lists five options: 'All Reports', 'Cost of Prescriptions', 'Count of Prescriptions', 'Intravenous Admixture', and 'Type of Prescriptions Filled'. Below the list, it says 'Select Monthly Management Report Menu Option:'.

```
All Reports
Cost of Prescriptions
Count of Prescriptions
Intravenous Admixture
Type of Prescriptions Filled

Select Monthly Management Report Menu Option:
```

Continued on next page

Pharmacy Main Menu and Submenus, Continued

Example of Submenu 5

The following screen is an example of the Pharmacy Prepack Main Menu screen. All of these options are discussed in Chapter 11:

```
PEDT  Enter/Edit Prepack Log
LBET  Enter/Edit Prepack Label
PRPT  Print Prepack Log Report
LRPT  Print Prepack by Location Report
EXPT  Print Prepack Expiration Date Report
LEDT  Enter/Edit Prepack Location
MEDT  Enter/Edit Prepack Manufacturer
DELP  Delete Prepack Log Entry
```

Select Pharmacy Prepack Main Menu Option:

Example of Submenu 6

The following screen is an example of the Pharmacy QA Main Menu screen. All of these options are discussed in Chapter 12:

```
DUEM  IHS DUE Menu... [See Submenu 6c]
DUES  DUE Supervisor ... [See Submenu 6a]
INTM  Pharmacy Intervention Menu ... [See Submenu 6b]
```

Select Pharmacy QA Main Menu Option:

Continued on next page

Pharmacy Main Menu and Submenus, Continued

Example of Submenu 6a

The following screen is an example of the DUE Supervisor menu screen:

```
BPQU  Batch Print Questionnaires
CEAQ  Create/Edit a Questionnaire
EDDR  Enter/Delete DUE Drug
NASE  Enter a New Answer Sheet
PDUE  DUE Report
XASE  Edit an Existing Answer Sheet

Select DUE Supervisor Option:
```

Example of Submenu 6b

The following screen is an example of the Pharmacy Intervention Menu screen:

```
NINT  Enter Pharmacy Intervention
EINT  Edit Pharmacy Intervention
PINT  Print Pharmacy Intervention
DINT  Delete Intervention
VINT  View Intervention

Select Pharmacy Intervention Menu Option:
```

Continued on next page

Pharmacy Main Menu and Submenus, Continued

Example of Submenu 7

The following screen is an example of the Rx (Prescriptions) menu screen. All of these options are discussed in Chapter 14:

```
ARRX  List One Patient's Archived Rx's
CARX  Cancel Prescription
EDRX  Edit Prescriptions
HOFE  Hold Features ... [See Submenu 7a]
INTM  Pharmacy Intervention Menu ... [See Submenu 7b]
LROP  Reprint an Outpatient Label
MEDI  Print Patient Instruction Sheet
MIME  Medical Information Menu ... [See Submenu 7c]
ORX   Outside Rx Menu
NERX  New Prescription Entry
ORX   Outside Rx Menu...
PARX  Partial Prescription
RFRX  Refill Prescriptions
SUM   Summary Labels Print
VWRX  View Prescriptions
```

Select Rx (Prescriptions) Option:

Example of Submenu 7a

The following screen is an example of the Hold Features menu screen:

```
HOLD  Hold Rx
LRXH  List Prescriptions on Hold
UNHO  Unhold Rx
```

Select Hold Features Option:

Continued on next page

Pharmacy Main Menu and Submenus, Continued

Example of Submenu 7b

The following screen is an example of the Pharmacy Intervention Menu screen:

```
NINT  Enter Pharmacy Intervention
EINT  Edit Pharmacy Intervention
PINT  Print Pharmacy Intervention
DINT  Delete Intervention
VINT  View Intervention

Select Pharmacy Intervention Menu Option:
```

Example of Submenu 7c

The following screen is an example of the Medical Information Menu screen:

```
EMI   Medical Information Enter/Edit
PMI   Print Medical Information
VMI   View Medical Information

Select Medical Information Menu Option:
```

Continued on next page

Pharmacy Main Menu and Submenus, Continued

Example of Submenu 8

The following screen is an example of the Supervisor Functions menu screen. All of these options are discussed in Chapter 15:

```
CSIN  Initialize Cost Statistics
DACC  Daily Cost Compilation
DDIF  Drug/Drug Interaction Functions ...  [See Submenu
      8a]
EDRG  Drug Enter/Edit
IDPR  Inter-Divisional Processing
INBL  Inventory List by Location
INLI  Inventory List
INVM  Inventory Menu  [See Submenu 8b]
LCCD  Lookup Clerk by Code
MEDI  Medication Instruction File Add/Edit
MOCC  Monthly Cost Compilation
PHEE  Pharmacist Enter/Edit
REAM  Recompile AMIS Data
RXDL  Delete a Prescription
SITP  Site Parameter Enter/Edit
VPRV  View Provider

Select Supervisor Functions Option:
```

Example of Submenu 8a

The following screen is an example of the Drug/Drug Interaction Functions menu screen:

```
EDIS  Edit Drug Interaction Severity
IDEE  Enter/Edit Local Drug Interaction

Select Drug/Drug Interaction Functions Option:
```

Continued on next page

Pharmacy Main Menu and Submenus, Continued

Example of Submenu 8b

The following screen is an example of the Inventory Menu screen:

```
1      Update Current Inventory
2      Initialize Inventory

CHOOSE 1 OR 2>
```

Example of Submenu 9

The following screen is an example of the Suspense Functions Menu screen. All of these options are discussed in Chapter 16:

```
Change Suspense Date
Count of Suspended Rx's by Day
Delete from Suspense File
Log of Suspended Rx's by Day (this Division)
Print from Suspense File
Pull Early from Suspense
Reset and Print Again

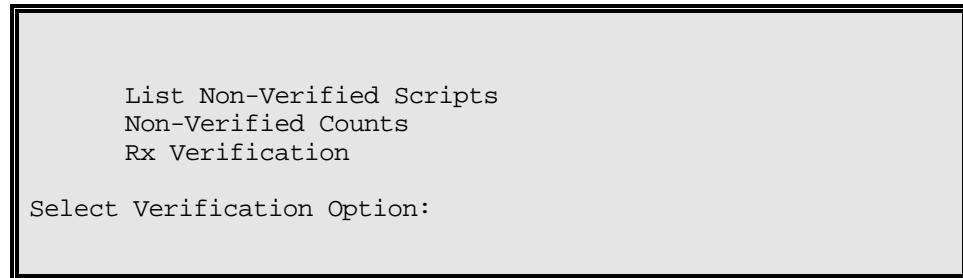
Select Suspense Functions Option:
```

Continued on next page

Pharmacy Main Menu and Submenus, Continued

Example of Submenu 10

The following screen is an example of the Verification menu screen:



List Non-Verified Scripts
Non-Verified Counts
Rx Verification
Select Verification Option:

Chapter 4--Archiving

Overview

Introduction

The Archiving option permits the user to manage resources by saving old prescription data to tape and then purging the old prescriptions; typically, those that have expired more than two or three years ago. This allows computer storage space to be reused. Bear in mind that this data cannot readily be retrieved.

Option selection screen

The Archiving option is selected on the Pharmacy Main Menu screen by typing ARCH as shown in the following sample Main Menu screen.

ARCH	Archiving ...
ATS	Allergy Tracking System...
CMP	Chronic Medication Profile
DIM	Drug Interactions Menu ...
LPMR	Label/Profile Monitor Reprint
MAIN	Maintenance (Outpatient Pharmacy)...
MEDP	Medication Profile
NDF	National Drug File...
OUTP	Output Reports ...
PREP	Pharmacy Prepack Main Menu ...
QAMM	Pharmacy QA Main Menu ...
RMTS	Return Medication to Stock
RX	Rx (Prescriptions) ...
SFUN	Supervisor Functions ...
SSFU	Suspense Functions ...
VERI	Verification ...

Select Outpatient Pharmacy Manager Option: **ARCH**iving

Continued on next page

Overview, Continued

Archiving option submenu screen

Selection of the Archiving option produces the Archiving Menu with five options as shown in the following sample screen:

```

Find
Save
Tape Retrieval
Purge
ARCH  List One Patient's Archived Rx's

Select Archiving Option:

```

Submenu option description

The following is a description of the Archiving Menu options:

IF you want to...	THEN select...
find prescriptions which have expired or have been canceled before the selected date	the Find option.
record all information about the archived prescriptions gathered by the Find option to magnetic tape	the Save option.
read information from the magnetic tape and print a summary of all prescriptions for the selected patient	the Tape Retrieval option.
delete all archived prescriptions from the Prescription file	the Purge option.
display the basic patient statistics and the prescription numbers and dates of archiving of all archived prescriptions for the selected patient	the List One Patient's Archived Rx's option.

Continued on next page

Overview, Continued

In this chapter This chapter will cover the following topics:

Topic	Page
Using the Find Option	4-4
Using the Save Option	4-7
Using the Tape Retrieval Option	4-10
Using the Purge Option	4-14
Using the List One Patient's Archived Rx's Option	4-18

Using the Find Option

Introduction

The Find option identifies prescriptions which have expired or have been canceled before the specified date. The default date given to the user is 360 days ago. As the Find option runs, it prints a dot on the screen for each prescription identified.

Option selection screen

The following sample screen shows the Archiving Menu from which the Find option is selected:

```
Find
Save
Tape Retrieval
Purge
ARCH List One Patient's Archived Rx's

Select Archiving Option:  FIND
```

Continued on next page

Using the Find Option, Continued

Procedures

The following steps are used to find all prescriptions which have expired or were canceled before the specified date. Starting at your main menu--

Step	Action	Result
1	Type ARCH and press RETURN.	The Archiving Menu appears. "Select Archiving Option:" prompt appears.
2	Type FIND and press RETURN.	"ARCHIVE ALL SCRIPTS WHICH EXPIRED ON or BEFORE: <i>mmm dd, yyyy</i> /" prompt appears.
3	Take one of the following actions:	
	IF you want...	THEN...
	to accept default date	press RETURN.
	to change date	type date and press RETURN.
		Message "COLLECTING RX INFORMATION..." appears followed by "I'm finished finding things!!"
		The Archiving Menu reappears.
4	Continue with other archiving options or press ^ to return to the Main Menu.	

Continued on next page

Using the Find Option, Continued

Option screen The following is a sample Find option screen as it might show on your terminal:

```
Select Archiving Option:      FIND <RET>

ARCHIVE ALL SCRIPTS WHICH EXPIRED ON OR BEFORE:  AUG 30, 1991//      AUG 30,
1987 <RET> (AUG 30, 1987)

WARNING!!  There are entries in the PHARMACY ARCHIVE file!

DO YOU WANT TO DELETE THESE ENTRIES ? ?      Y <RET>  YES

COLLECTING RX INFORMATION
.....

I'm finished finding things!!
```

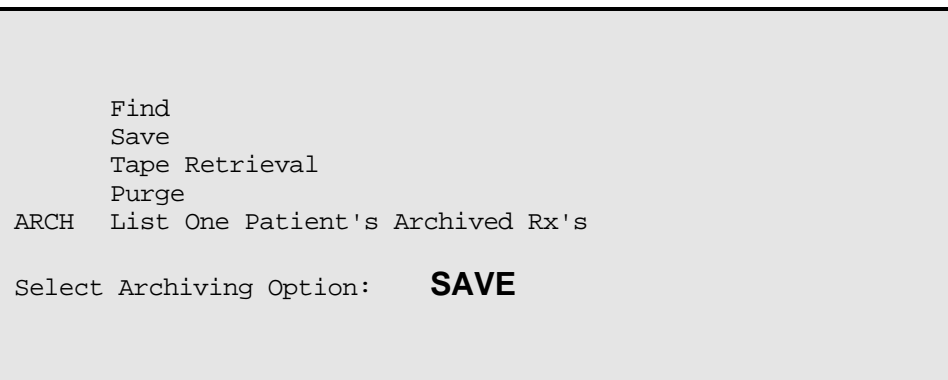

Using the Save Option

Introduction

The Save option records all information about the archived prescriptions gathered by the Find option to magnetic tape. The tape must be opened for variable length records. The first part of the tape holds an index which lists alphabetically all patients for whom prescriptions are recorded on the tape and, for each patient, a list of his or her prescriptions. **NOTE:** Before starting this procedure, you must consult with your local Computer Site Manager to arrange access to the proper tape drive.

Option selection screen

The following sample screen shows the Archiving Menu from which the Save option is selected:



```
Find
Save
Tape Retrieval
Purge
ARCH  List One Patient's Archived Rx's

Select Archiving Option:  SAVE
```

Continued on next page

Using the Save Option, Continued

Procedures

The following steps are used to record all information about archived prescriptions gathered by the Find option. Starting at your main menu--

Step	Action		Result
1	Type ARCH and press RETURN.		The Archiving Menu appears. "Select Archiving Option:" prompt appears.
2	Type SAVE and press RETURN.		"## RX'S WILL BE ARCHIVED. OK CONTINUE Y/N? prompt appears.
3	Take one of the following actions:		
	IF you want ...	THEN...	
	to continue	type Y and press RETURN,	Message "TAPE DRIVE DEVICE:" appears.
		enter appropriate name and press RETURN,	Message "REWIND? NO//" appears.
		press RETURN to not rewind or type Y and press RETURN to rewind.	Message "RECORDING INFORMATION..." appears followed by the Archiving Menu.
	not to continue and return to the Archiving Menu	type N and press RETURN.	The Archiving Menu appears.
4	Continue with other archiving options or press ^ to return to the Main Menu.		

Continued on next page

Using the Save Option, Continued

Option screen The following is a sample option screen as it might show on your terminal:

```
Select Archiving Option:  SAVE

171 RX'S WILL BE ARCHIVED.  OK TO CONTINUE Y/N?      Y      YES

TAPE DRIVE DEVICE:      [Select Tape Drive Device]  REWIND?  NO//  <RET>

RECORDING INFORMATION.....
.....
.....
```

Using the Tape Retrieval Option

Introduction The Tape Retrieval option reads information from the magnetic tape and prints a summary of all prescriptions for the selected patient. The printed copy should be directed to a printer with 132 column width.

Important note The tape retrieval only prints the information about the prescriptions--it does not restore this information to the on-line data base.

Option selection screen The following sample screen shows the Archiving Menu from which the Tape Retrieval option is selected:

```
Find
Save
Tape Retrieval
Purge
ARCH  List One Patient's Archived Rx's

Select Archiving Option:  TAPE RETRIEVAL
```

Continued on next page

Using the Tape Retrieval Option, Continued

Important note

Since the retrieval option reads the index first to find the patient, the tape must be rewound before each retrieval.

Procedures

The following steps are used to read information from the tape and print a summary of all prescriptions for the selected patient. Starting at your main menu--

Step	Action	Result						
1	Type ARCH and press RETURN.	The Archiving Menu appears. "Select Archiving Option:" prompt appears.						
2	Type TAPE RETRIEVAL and press RETURN.	"TAPE DRIVE DEVICE:" prompt appears.						
3	Type the name of the tape drive device where information is archived.	"REWIND? NO//" prompt appears.						
4	Type Y and press RETURN to rewind.	"OUTPUT DEVICE:" prompt appears.						
5	Type the name of the print device. (Press RETURN to display on screen.)	"DO YOU WANT TO PRINT THE TAPE INDEX?" prompt appears.						
6	Take one of the following actions: <table><tr><th>IF you want...</th><th>THEN...</th></tr><tr><td>to receive tape index printout</td><td>type Y and press RETURN.</td></tr><tr><td>not to receive tape index printout</td><td>type N and press RETURN.</td></tr></table>	IF you want...	THEN...	to receive tape index printout	type Y and press RETURN.	not to receive tape index printout	type N and press RETURN.	"ENTER PATIENT NAME:" prompt appears.
IF you want...	THEN...							
to receive tape index printout	type Y and press RETURN.							
not to receive tape index printout	type N and press RETURN.							

Continued on next page

Using the Tape Retrieval Option, Continued

Procedures (continued)

Step	Action	Result
7	Enter patient's name (LAST NAME, FIRST INITIAL).	<p>Message "THE FOLLOWING SCRIPTS WERE ARCHIVED ON THIS TAPE FOR:" is displayed/printed followed by basic patient statistics.</p> <p>RX Retrieval Report is printed/displayed. (See sample report at Appendix A.) NOTE: This may take a significant length of time as the entire tape is searched for the prescriptions.</p> <p>The Archiving Menu appears.</p> <p>"Select Archiving Option:" prompt reappears.</p>
8	Continue with other archiving options or press ^ to return to the Main Menu.	

Continued on next page

Using the Tape Retrieval Option, Continued

Option screen The following is a sample Tape Retrieval option screen as it might show on your terminal. A sample Rx Retrieval Report is at Appendix B.

```
Select Archiving Option:    TAPE RETRIEVAL

TAPE DRIVE DEVICE:    [Select Tape Drive Device]  REWIND?  NO// YES <RET>
OUTPUT DEVICE:    [Select Print Device]

DO YOU WANT TO PRINT THE TAPE INDEX?    N<RET>O
ENTER PATIENT NAME:    ZIELKE, G<RET>AY    01-30-55    412587963

THE FOLLOWING SCRIPTS WERE ARCHIVED ON THIS TAPE FOR:
ZIELKE, GAY (412587963) - 100047,100048

ZIELKE, GAY            SSN: 412587963
123 NORTHWEST BLVD  DOB: 1-30-1955    PHONE:  702-555-1212
BIRMINGHAM
ALABAMA  34323

REACTIONS:  UNKNOWN
```

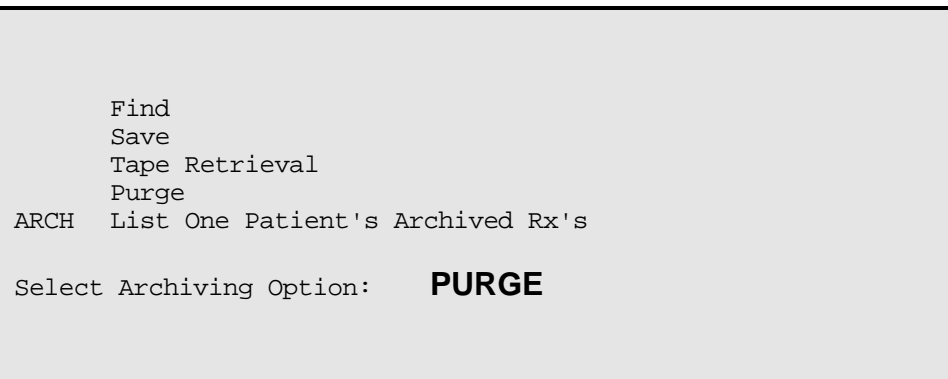
Using the Purge Option

Introduction

The purge option deletes all archived prescriptions from the Prescription file.

Option selection screen

The following sample screen shows the Archiving Menu from which the Purge option is selected:



```
Find
Save
Tape Retrieval
Purge
ARCH  List One Patient's Archived Rx's

Select Archiving Option:  PURGE
```

Important note

On some computer platforms, the journaling of the prescription global should be disabled before you run this option and then enabled again after the purge is completed. Your local Information Systems staff must be consulted before starting this.

Continued on next page

Using the Purge Option, Continued

Procedures

The following steps are used to delete all archived prescriptions from the Prescription file. Starting at your main menu--

Step	Action		Result
1	Type ARCH and press ENTER.		The Archiving Menu appears. "Select Archiving Option:" prompt appears.
2	Type PURGE and press RETURN.		"Are you sure you're ready to PURGE your ARCHIVED PRESCRIPTIONS from your on-line prescription global? Y/N ?" prompt appears.
3	Take one of the following actions:		
	IF you want...	THEN...	
	to delete all archived prescriptions from the Prescription file	type Y and press RETURN. Go to Step 4.	"IF YOU DO NOT HAVE A CURRENT BACKUP, EXIT AND PERFORM THE BACKUP OPERATION !!! 'Y' TO CONTINUE 'N' TO EXIT" prompt appears.
	not to continue	type N and press RETURN. Go to Step 6.	The Archiving Menu reappears.
4	Take one of the following actions:		
	IF you want...	THEN...	
	to continue	type Y and press RETURN. Go to Step 5.	prompt: "Is JOURNALING DISABLED on the prescription global (^PSRX)? Y/N?" appears.
	to exit	type N and press RETURN. Go to Step 6.	The Archiving Menu reappears.

Continued on next page

Using the Purge Option, Continued

Procedures (continued)

Step	Action		Result
5			
	IF journaling...	THEN...	
	is disabled	type Y and press RETURN. Go to Step 5.	Message "FINISHED PURGING OLD PRESCRIPTIONS" appears.
	is not disabled	type N and press RETURN. Go to Step 6.	The Archiving Menu reappears.
6	Continue with other archiving options or press ^ to return to the Main Menu.		

Continued on next page

Using the Purge Option, Continued

Option screen The following is a sample Purge option screen as it might show on your terminal:

```
Select Archiving Option:     PURGE<RET>
```

```
Are you sure you're ready to PURGE your ARCHIVED PRESCRIPTIONS  
from your on-line prescription global?  Y/N ?     Y<RET> ES
```

```
IF YOU DO NOT HAVE A CURRENT BACKUP, EXIT AND PERFORM THE BACKUP  
OPERATION!!!  'Y' TO CONTINUE    'N' TO EXIT?     Y<RET> ES
```

```
Is JOURNALING DISABLED on the prescription global (^PSRX)?  Y/N ?  
Y<RET> ES
```

```
.....  
.....
```

```
FINISHED PURGING OLD PRESCRIPTIONS
```

Using the List One Patient's Archived Rx's Option

Introduction

The List One Patient's Archived Rx's option displays the basic patient statistics with the prescription numbers and archive dates for all of a selected patient's archived prescriptions.

Option selection screen

The following sample screen shows the Archiving Menu from which the List One Patient's Archived Rx's option is selected:

```
Find
Save
Tape Retrieval
Purge
ARCH List One Patient's Archived Rx's

Select Archiving Option:  ARCH List One Patient's
Archived Rx's
```

Continued on next page

Using the List One Patient's Archived Rx's Option, Continued

Procedures

The following steps are used to display the basic patient statistics with the prescription numbers and archive dates for all of a patient's archived prescriptions. Starting at your main menu--

Step	Action	Result
1	Type ARCH and press RETURN.	The Archiving Menu appears. "Select Archiving Option:" prompt appears.
2	Type ARCH and press RETURN.	"Show archived prescriptions for : " prompt appears.
3	Type patient's name (LAST NAME, FIRST INITIAL).	Patient information appears. "DEVICE:" prompt appears.
4	Type the name of the print device. (Press RETURN to display on screen.)	Basic patient statistics and archived prescription numbers and dates are displayed/printed. (See following sample screen.) "Please press RETURN to continue:" prompt appears.
5	Press RETURN.	The Archiving Menu appears. "Select Archiving Option:" prompt reappears.
6	Return to Main Menu screen or continue with other archiving options.	

Continued on next page

Using the List One Patient's Archived Rx's Option, Continued

Option screen The following is a sample List One Patient's Archived Rx's option screen as it might show on your terminal:

```
Select Archiving Option:  ARCH<RET> List One Patient's Archived RX's

Show archived prescriptions for:  ZIELKE,G<RET>AY 01-30-55 412587963

DEVICE:  [Select Print Device] <RET>

ZIELKE, GAY                      SSN:      412587963
123 NORTHWEST BLVD              DOB:      01-30-1955
BHAM                            PHONE:    702-555-1212
ALABAMA  34323
DISABILITIES:

ARCHIVED:  08/24/92 - 100047,100048,15,100064,100065,500001,
Please press RETURN to continue:  <RET>
```